

Chapter Services: Chapter Advisory Board (CAB)

Ritual Advisor

Advisory board members provide quality support to our collegiate chapters for them to operate successfully and provide a satisfactory collegiate experience. This position oversees the work of the Ritual Chairman who is responsible for ensuring collegiate chapters are educated on the ritual and properly practicing ceremonies.

Qualifications:

- Undergraduate degree attained
- Strong desire to coach and empower collegians
- Express long-term commitment to the success of the collegiate chapter.
- Be a member of Sigma Sigma Sigma Sorority
- Live within an hour of the chapter in order to attend vital chapter events

Expectations:

- Participate in initial training with Assistant or Associate Director of Chapter Services to review responsibilities. Time commitment: 1 hour within 30 days of appointment
- Participate in initial training with Chapter Advisor to review expectations for CAB and to obtain information on current chapter status. Time commitment: 1-3 hours within 30 days of appointment
- Participate in continual individual training on online resources such as the National Website, Sigma Connect, Chapter Portal, etc.
- Ensure the duties of the Ritual Chairman are completed as outlined in the Chairman Manual. Duties include:
 - Complete ritual inventory each semester
 - Proper ceremonies conducting, not forgetting voting on new members and elections.
 - Host initiation practice regularly
 - Educating new members
 - Chapter education
- Offer educational opportunities to learn more about the meaning of our ritual and how it can be applied to everyday life.
- Attendance at ritual ceremonies is *required*.
- Attend CAB meetings to collaborate and share information. Time commitment varies by chapter. Expect 1 hour per month, with more time required in special circumstances.



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- Attend one chapter meeting and one officer meeting per month, or as agreed to by Chapter Advisor and volunteer during initial training conversations.
 - Act as liaison between National Organization and the chapter – information and requests you receive should be shared with collegians and appropriate action taken.
 - Respond to communication within 48 hours, even if to share you are unavailable.
 - Build a healthy and coaching relationship with officers and Ritual Chairman through daily and weekly communication. Communication may be in the form of phone, email, text messages, Facebook, etc.
 - Commit 2-4 hours each week to the position. Highest times of involvement are at the end of the fall and spring semester when initiation is traditionally held. Availability during weekends and evenings is also critical to relationship building with collegians.
 - This role is a part of a **Standing Committee**, formed to do designed work on an ongoing basis. Term ends when volunteer chooses to resign, fails to meet expectations, or if the goals of the committee are determined to no longer meet the organization's needs.

The logo for Tri Sigma is a large, stylized diamond shape composed of multiple overlapping lines in shades of purple and blue. Inside the diamond, the text "TRI SIGMA" is written in a bold, serif font, with "TRI" above "SIGMA". Below "SIGMA", the word "empowered" is written in a smaller, italicized, sans-serif font.

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